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## Budget and Proposal Packaging

December 16th, 2008



**Every year, corporates are providing billions of dollars in funding to NGOs!**

*How can your organization benefit?*

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*How to approach corporate donors?*

**Learn how to raise funds from corporates and businesses!**

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The budget has to be itemized as clearly as possible, presented in the required format. It should be in line with the activities set in the project. It will be an additional advantage to mention contribution from other sources such as the community or other donors. Contribution made by the proposing

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organization should also be mentioned. If there is any recurring income from the project activities, it needs to be clearly given in the budget section.

#### Proposal Packaging

When the proposal writing is complete, it is important to ensure that the packaging has been done properly before submitting it to the donor. Below are some important points to be kept in mind while packaging the proposal.

- the Title Page should have Project title, name of the donor agency and name, logo & contact info of the NGO.
- there should be a Table of Contents
- there should be one page for explaining acronyms
- there should be a Project Summary- not more than one page, narrating goal, objectives, results and activities.
- An Organizational overview
- Ensure that page numbering, header & footer are complete.
- While writing, use active sentences more.
- Keep in mind the limit for the total no. of pages for the proposal.
- Attach appendices, if necessary
- Give Bibliography and references.
- The proposal should be signed and sealed.
- Covering letter is essential

Introduction.....Challenges in Proposal Writing.....Before Writing a Proposal.....Writing about the Organization.....The Actual Proposal.....Problem Statement & Project Rationale-1.....Problem Statement & Project Rationale-2.....Project Goal.....Project Objectives....Strategies & Activities.....Performance Indicators.....Results.....Monitoring & Evaluation.....Budget & Proposal Packaging

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#### Webinars

##### **Raising More Money from Your Local Business Community**

Date: Sept. 10, 2012 Timings: 3:00 PM – 4:30 PM GMT

##### **Building a Fundraising Board**

Date: Sept. 19, 2012 Timings: 3:00 PM – 4:30 PM GMT

##### **How to raise Funds from the European Commission**

Date: Sept. 24, 2012 Timings: 1:00 PM – 2:30 PM GMT

##### **Social Media: Using Facebook and More to Sell Your Mission**

Date: Sept. 25, 2012 Timings: 7:00 PM – 8:30 PM GMT

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Funds for NGOs

**Resource Guide: Questions Answered on How to Write Proposals – A Basic Guide on Proposal Writing for NGOs**

July 2012

This resource guide was created in collaboration with Philanthropia Inc. Philanthropia Inc., an international fundraising consulting firm, helps organizations around the world to more effectively raise funds. <http://www.philanthropia.org>

## Videos

- How to raise Funds for Human Rights Projects
- How to raise Funds for Women's & Girls' Issues
- Writing a Winning Concept Note for the European Commission Funding
- How to raise Funds from US Foundations
- Introduction to Strategic Fundraising Planning

...and many more.

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